

August 16, 2007

MSC - User Services Circulation Committee Meeting.

Jess Tobin Carrie Terrell

Dawn Kingstad Ken Adams

Kathy Roberts Sue Sillick

Mary Jo Stanislaw Patty Jones

Claire Morton Jane Gardner

Sinda Puryer

Claire M. is stepping down as the chair for the Circulation Committee, and so there was a discussion on what the responsibilities were. The Chair is responsible for scheduling and facilitating meetings and setting agendas based on input from the group. Dawn K. nominated Patty J. as the chair, and Claire seconded the motion.

Sinda P. volunteered to take the minutes.

Training Issues:

It was discussed that we need standardized training, but also recognizing that different training is needed for schools and public. It was suggested to pool 5 public and 5 school librarians to do the training within the geographical regions. MSC will pay the cost of travel and printing of training materials. It was also suggested to have the training material in place and available first before contacting MSC. We want to start by fall, the middle or late September.

Unpaid Bills:

It had been mentioned that unpaid bills may slow the system down.

A discussion followed about collecting unpaid bills; some of the bigger libraries use a collection agency to help with this.

It's not amount of the bill, but the bill attached to the record.

Jess mentioned that the long overdue report would alleviate the issue of unpaid bills.

The long overdue report discharges items from the patron record so they can be removed from the catalog. The bill is added as a misc charge and a note is added to the patron record under "lostitem" detailing the charges. The group would like standardized guidelines for running the lost assume report that could be included in Best Practices & Policies. Claire said Missoula would be willing to do a test run of the long overdue report. This can be discussed at the MSC Fall meeting. A question was brought up about the default pricing and processing fees. It was recommended to leave the dollar amount off of the assumed lost mailers since they don't show processing fees.

Registration Fields:

Should we use all fields? We need the flexibility to customize by library. Ken will talk with SIRSI about this.

Sirsi online help does not get used enough; we need to encourage the use of it.

MSC circulation guidelines:

The MSC site has basics of patron registration.

Offline:

The question was raised "what do you do" in offline. Most libraries do checkout only, some do manual patron registration.

Enhancements/SIRSI web forums:

We can access the enhancements ourselves. We need to ask Mike Price to set up a login for us. The circulation committee/group needs to be responsible to utilize this feature and suggest enhancements.

Future meetings:

Patty will send email to the group with suggested dates/times for the September phone conference.

The patch to fix the receipt printer will be around the end of August - September. The disappearing cursor is taken care of in GL3.2 but not for GL3.1. For the disappearing cursor, hover mouse over edge of screen or over the file or edit commands, this may bring cursor back.

Jess and Ken will check into getting the ability to print lists of checkouts from user display.

Fall MSC meeting is October 5th, in Kalispell.

8-28-07 smp